

**Summary of Improved Items in Staff Contract Package to Contractors 2003**

1. Informal Bid 2003 application form:
  - Specialty Items Landscape changed to Landscape/Irrigation System.
  - Added Landscape/Tree Trimming.
  - Added "With this form, Contractors are required to submit supporting documents (payroll, resume, etc.) showing the qualification of their own workers who will carry out the checked Specialty Contractor work in accordance with General Conditions, Section 00700 - 7.
2. Emergency Work 2003 application form:
  - Specialty Items Landscape changed to Landscape/Irrigation System.
  - Added Landscape/Tree Trimming.
  - Added "With this form, Contractors are required to submit supporting documents (payroll, resume, etc.) showing the qualification of their own workers who will carry out the checked Specialty Contractor work in accordance with General Conditions, Section 00700 -7.
  - Added agreed Insurance and Taxes Rate.
  - For contracts in the amount of less than \$500, payment shall be made by the lump sum price agreed with DAGS/CSD District Manager and the Contractor. If agreement cannot be reached on the lump sum price, Force Account Daily Reports shall be completed and submit to DAGS/CSD for verification and payments.
  - For contracts in the amount of \$500 or more, payment shall be made on a Force Account basis.
3. Rules and Requirements:
  - Contractor must attend Project Pre-Bid Meeting with the school officials to qualify to bid the project.
  - Contractor must submit the SUBCONTRACTING PERCENTAGE FORM with PROPOSAL/OFFER bid form if part of the work will be performed by subcontractor(s).
4. General Conditions:
  - Added SUBCONTRACTS.
  - Added SUBCONTRACTING.